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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY
Ahension Setbision Hinirat
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GENERAL SERVICES AGENCY CIRCULAR NO.: 2023-003

To: All Line Department and Agency Heads
From: Chief Procurement Officer
Subject: **NOTICE: All Invoices Must be Keyed / Entered into the AS400 System to Avoid Erroneous "Notice of Default" Letters to Vendors**

Hafa Adai! Be advised - **ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 5101(9) (a) OF THE GAR.**

The General Services Agency (GSA) has been inundated with complaints from vendors regarding the receipt of "Notice of Default" letters when the supplies, materials and/or services were delivered and/or performed by the vendor in a timely manner.

Be reminded: It is the responsibility of the Certifying Officer, or its designee, that upon the receipt of goods and/or services, the accompanying invoice is promptly keyed/entered into the AS400 to avoid the automatic system-generated "Notice of Default" letter to print. All invoices **MUST** be keyed-in/entered promptly into the AS400. Failure to comply or blatant disregard of this requirement will result in GSA requiring that the materials and supplies to be delivered to GSA so that GSA can enter the respective invoices in a timely manner.

Should you have any questions, please contact Ms. Ovita Nauta, Administrative Services Officer at (671) 475-1720/1708/1707 or send an email to gsa.admin@gsadoa.guam.gov or ovita.nauta@gsadoa.guam.gov.

Your attention and cooperation is greatly appreciated. *Si Yu'os Ma'ase'.*


CLAUDIA S. RAY
Chief Procurement Officer